

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
DEPARTMENT OF POLICE SERVICES

JOB CLASSIFICATION: STOCK CLERK
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Receives, inventories, records and controls evidence; Perform journey person work in the receiving, storing, issuing, and shipping of supplies; may instruct, lead or supervise patient/clients.

50% *Responsible for preventing the entry of contraband into the facility in order to maintain a safe and secure environment for employees and patients by: receiving, sorting and inventorying items arriving with newly admitted patients.*

Assisting the Property Officers in processing in-coming packages, ensure that items are stored and routed to the appropriate areas. Ensure that patients' property is processed in a timely manner. Inspect area of responsibility for safety and security problems. Promptly report any injuries to supervisor. Remain alert and observant to unusual conditions or activities and request additional assistance as needed. Establishes and maintains effective working relationships with co-workers, other law enforcement agencies and the public.

30% *Responsible for handling, inventorying and storing evidence and property connected with criminal activities.* Securing and storage of evidence to ensure the chain of evidence is preserved when evidence is received or is removed from the evidence room; maintains proper storage and placement of items within the evidence locker. The collection of evidence from their temporary holding lockers and the proper placement of these items in the evidence locker; assists with the preparation of items to be disposed of. Maintains accurate records, maintains confidentiality, operates standard office machines and follows written and oral instructions. Responds to numerous, simultaneous inquiries and requests.

15% *Maintains the necessary paperwork, inventory records and ensure that the paperwork is sent to the appropriate areas.* Communicate with the various disciplines in a professional and courteous manner; assist with patient containment and interact with both patients and staff in the area. Attends the required meetings and mandatory training course; reviews and keeps up-dated on administrative directives, departmental procedures and legislative changes; complete necessary reports before going off-duty.

10% Utilize established methods for addressing safety and security issues; comply with hospital policies on discrimination and sexual harassment; works with their supervisor to reduce rumors. Qualified and certified bilingual interpreters will utilize their skills during the performance of their duties.

- 5%** Assists Investigators and Officers with transporting, showing and identifying evidence in court; may testify in court regarding chain of evidence. Prepares evidence for disposal when no longer needed according to policy and procedure.

2. SUPERVISION RECEIVED

Unit Sergeant; Division Lieutenant and Chief of Police Services

3. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: methods and practices used in receiving, storing, packing, and shipping supplies; usual forms, methods, and practices of the shipping department of a governmental or commercial organization; methods of taking inventories and maintaining inventory records.

ABILITY TO: Read and write English at a level required for successful job performance; make rapid and accurate computations in connection with stockroom work; follow oral and written directions.

4. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

Maintains current certification.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Maintains current certification.

RELATIONSHIP SECURITY

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- May pack and ship outgoing merchandise and unpack and verify incoming merchandise
- Read and understand work-related materials and other written information
- Document and recorded information
- A working knowledge of assigned area
- Follow State, hospital and department rules and regulations
- Ability to communicate with all disciplines
- Ability to prioritize tasks
- Ability to lift heavy packages and property

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Handle and move objects
- Get information needed to do the job
- Process information
- Perform activities that use the whole body
- Identify objects, actions and events
- Knowledge of computer application for the assigned area
- Application of packing and unpacking methods specific to the job
- Ability to take physical inventories and maintains simple inventory records
- Preserve, promote and improve the safe and security of the facility

5. LICENSE OR CERTIFICATION - not applicable

6. TRAINING - Training Category = 04

The employee is required to keep current with the completion of all required training.

7. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and work at other work locations are determined by the operational needs of the department. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date